

## FINALS COVER SHEET

(This form is used by Field Reports when reviewing final documentation and is furnished as a reference for Construction Orgs)

CONTRACTOR: \_\_\_\_\_ ORG \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_ TRACS NUMBER: \_\_\_\_\_  
FINAL: \$ \_\_\_\_\_

TIME: CONTRACT \_\_\_\_\_ EXTENDED \_\_\_\_\_ USED \_\_\_\_\_  
PH II: CONTRACT \_\_\_\_\_ USED \_\_\_\_\_

ACCEPTANCE LETTER: \_\_\_\_\_  
PAYROLL STATUS: \_\_\_\_\_  
DBE: \_\_\_\_\_  
AS-BUILTS: \_\_\_\_\_  
MATERIAL CLOSEOUT: \_\_\_\_\_

### REMINDER:

- ☐ Take ownership of project back (If turned over to Org for corrections)
- ☐ Verify that all L.Sum Structures are paid to 100% per Stand. Spec. 109.10  
*Note: except, driven piles, caissons, and drilled shafts, which will be paid for under their respective contract items*
- ☐ Verify in Contract Card that all Subcontracts have been received
- ☐ Verify that 203 (Borrow, Drainage Ex, Roadway Ex) are pd. @ 100%
- ☐ Verify that all Lump Sum items are pd @ 100%  
*Note: except, line item Force Accounts, and MPT*
- ☐ Verify the total length of all 607 Breakaway, and Perforated Sign Posts of the same size / type are rounded to the nearest Ft.
- ☐ Verify that the total of all 608 Sign Panels are rounded to the nearest Sq. Ft.
- ☐ Verify that items with a unit of EA are whole numbers (no decimals)
- ☐ Verify there were no MPT pymnts. for construction past Subst. Compl. per Stand. Spec. 701-4.03(F)
- ☐ Verify that there are no Partial Payments Left in inventory
- ☐ Verify that the previous amount on the final estimate is the same as accumulated amount on previous monthly estimate

### ORDER OF DOCUMENTATION:

- ☐ Contract Card
- ☐ DBE Cert.
- ☐ Bit. Price Adjustment
- ☐ Diesel Fuel Price Adjustment
- ☐ SAT's Log
- ☐ Estimates
- ☐ Final Balance
- ☐ Supplemental Agreements
- ☐ Time Packet (Time / Liquidated Damage Ltr., Start & Compl. Status, Time Rpt, & WTR's)
- ☐ Final Acceptance Letter
- ☐ Award Letter
- ☐ Agreement Estimate
- ☐ Special Provisions
- ☐ Copy pages from Final Estimate with 109 Items
- ☐ Copy pages from Final Balance with 700 Items